DOCUMENT RESUME

ED 198 396 CE 028 150

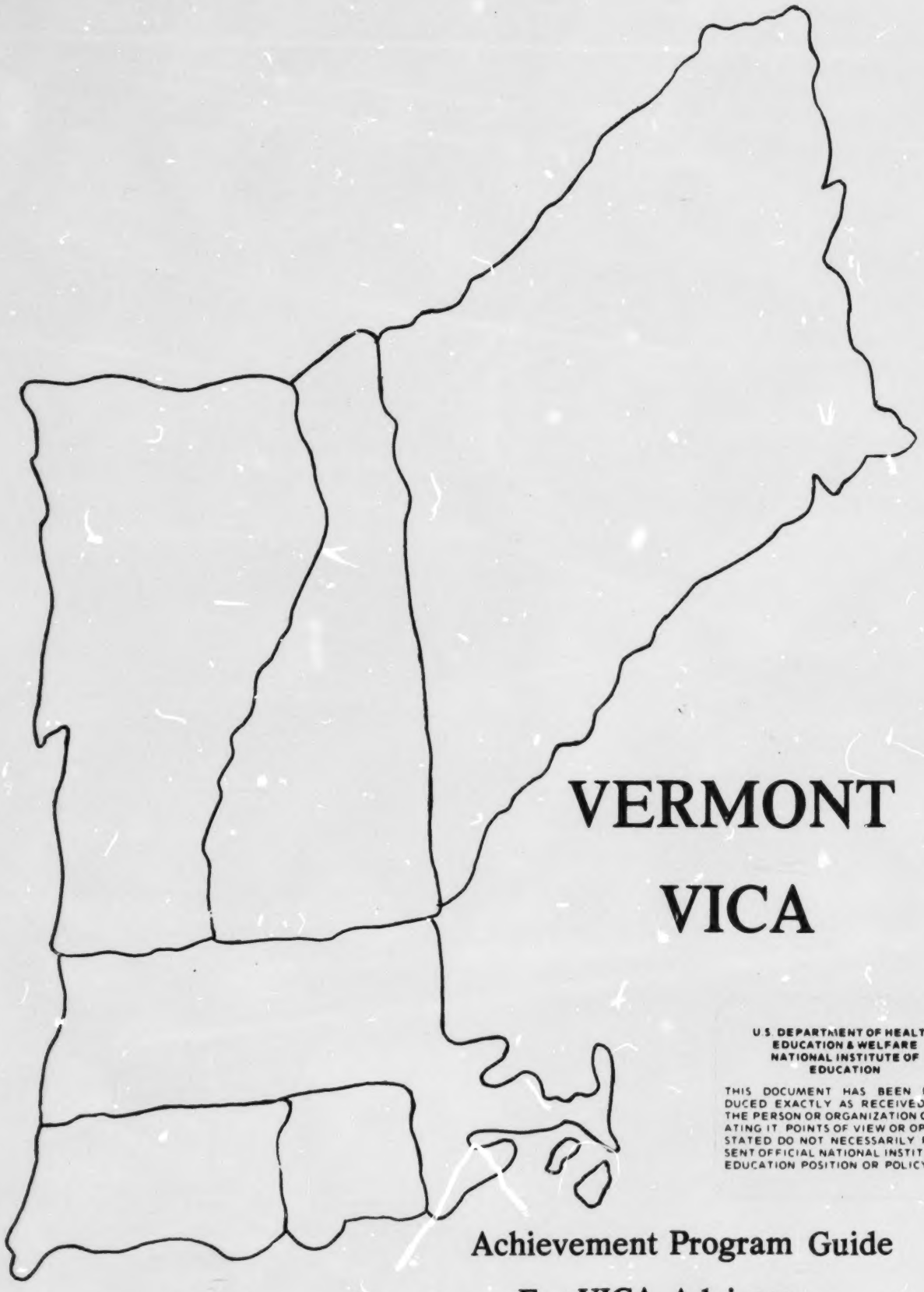
AUTHOR	Frasier, James R., Ed.
TITLE	Vermont VICA. Achievement Program Guide for VICA Advisors. "Involving Handicapped and Disadvantaged in VICA".
INSTITUTION	Hartford Area Vocational Center, White River Junction, Vt.
SPONS AGENCY	Hartford School District, White River, Vt.
PUB DATE	[80]
NOTE	26p.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Ability: Academic Ability: *Academic Achievement: Achievement: *Disabilities: *Disadvantaged: Incentives: Individualized Instruction: Leadership: Leadership Training: Program Guides: Secondary Education: Student Leadership: Student Needs: *Student Organizations: *Student Participation: *Vocational Education
IDENTIFIERS	Vermont: Vocational Industrial Clubs of America

ABSTRACT

This Vocational Industrial Clubs of America (VICA) Achievement Program Guide is designed to provide the advisor-teacher with ideas to help in developing an achievement program involving handicapped and disadvantaged students. Suggestions are made to the teacher for making VICA work, individualizing rank requirements depending upon a student's needs and learning abilities, and paralleling tasks for required activities with the regular class curriculum. A sample activity/task report form is provided on which students record assigned activities/tasks. It then becomes part of the students' permanent record files. Achievement activities/requirements for the four steps on each of the leadership and skills ranks as well as the American VICA Degree and International Industrial Degree are outlined on separate sheets. Other information provided for each classification are a brief description of the procedures to evaluate student leadership or occupational development for the award, step number, rank, and insignia. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED198396



VERMONT VICA

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 028 150

Achievement Program Guide

For VICA Advisors

HAD — I — VICA

"INVOLVING HANDICAPPED AND DISADVANTAGE IN VICA"

EDITED BY

JAMES R. FRASIER

FUNDED BY
SUBPART 3 OF PL 94 — 482
of the
1976 AMENDMENTS TO THE VOCATIONAL EDUCATION ACT

SPONSORED BY

HARTFORD SCHOOL DISTRICT
WHITE RIVER JUNCTION, VERMONT

The Hartford School District ensures equal employment, educational opportunities and affirmative action regardless of race, color, creed, handicapped, national origin, or sex in compliance with Title IX.

ACKNOWLEDGEMENTS

The Vermont Association of the Vocational Industrial Clubs of America is indebted to the participants of the Handicapped and Disadvantaged in VICA (**HAD—I—VICA**) Workshop who contributed time, ideas, and information to the development of this guide.

Special appreciation goes to Dr. Jesse Hudson, Coordinator of Vocational Education State of Kansas, for his leadership and sharing of information about the VICA Achievement Program.

Workshop Participants were:

James Frasier.....Project Director

Dr. Jesse Hudson.....Workshop Consultant

Richard Sargent.....Vermont VICA Director

Robert Watson.....Vermont State Consultant for Handicapped & Disadvantaged

George Ambrose.....Machine Trades .....Randolph Area Vocational Center

Gail Grismore.....Health Occupations.....Bellows Fress Academy

Peter Halnon.....Automotive Trades..... Rutland Area Vocational Center

Frank Kane..... Automotive Trades.....Addison County Vocational Center

Bob Lindermann.....Drafting.....Lamoille Area Vocational Center

Earl MacHarg.....Machine Trades .....Hartford Area Vocational Center

Tom MacMillan..... Graphic Arts.....Hartford Area Vocational Center

Terry Maxfield.....Welding.....Rutland Area Vocational Center

Bill Richards.....Electronics .....Addison County Vocational Center

Brian Sargent..... Graphic Arts.....Essex Junction Educational Center

Edwin Zitta.....Electronics.....Brattleboro Area Vocational Center

INTRODUCTION

THIS VICA ACHIEVEMENT PROGRAM GUIDE IS DESIGNED TO PROVIDE

YOU, THE TEACHER, WITH IDEAS THAT WILL HELP IN DEVELOPING

YOUR VOCATIONAL INITIATIVE AND CLUB ACHIEVEMENT PROGRAM.

This VICA Achievement Program Guide should be thought of as a teaching tool and motivational device. This Guide is intended to **complement** your present educational objectives and to assist you in achieving your objectives.

The VICA Achievement Program is a teaching tool: the teacher and the Vocational Club Advisory Committe (VICAC) can plan together for the orderly progression, evaluation, and reward of students within already established course objectives.

The VICA Achievement Program is a motivational device: evaluation by labor and management, and recognition of student achievement by labor and management, are central to its operation.

Of great importance, the VICA Achievement Program gives labor and management **meaningful** involvement with students and your vocational program.

TO THE TEACHER: MAKE VICA YOUR SERVANT NOT YOUR MASTER!

Match the VICA Achievement steps with YOUR own curriculum.

Decide what such terms as "basic skills", "specialized skills", etc., mean to your own course of study.

Use the VICA Achievement Program as a tool which encourages your students to progress and to record their accomplishments.

Theoretically, the 4 steps on each of the Leadership and Skills ranks will correspond to your entire course of study divided into 4 parts. In a 2 year program, at the end of the first year, a student will have earned the first two ranks in Leadership and Skills. At the end of the second year, the student should complete the remaining two ranks in Leadership and Skills and become eligible for the American VICA Degree.

10 SUGGESTIONS TO MAKE VICA WORK

Form a VICA Club — Contact State VICA Director, Dick Sargent

Contact one of the teachers who designed this Guide for support and technical assistance.

Use your existing craft committee for your VICAC Committee in the evaluation of your students.

Order your awards now. Have them on hand.

NATIONAL VICA
105 North Virginia Ave.
Falls Church, VA 22046

Incorporate VICA expenses into your budget — VICA is part of your program, not an extra.

Plot out your year, know when you plan to evaluate students and give awards; when to schedule VICA events, etc. (Use your school calendar and plot it before the school year begins)

Make a schedule of **in class** VICA meetings and assign preparation for meetings to students.

Secure VICA materials needed:
...Club Scrapbook
...notebooks for each student
...VICA Club Banner
...VICA Handbooks for each student

Plan for the following to be developed in class meetings:
...community project
...fund raiser
...social function
...special project
...assembly for awards (in classroom, in Voc. Center, etc.)

Class meetings should be structured for developing leadership skills. Make sure each student is allowed to participate in some way which helps to make the meetings meaningful for the student personally and for the group as a whole.

TEACHER ALERT:

Be sure **you** know parliamentary procedure and know how to run an effecitve business meeting. Organization of students into committees can help a meeting run efficiently and help the students to experience a meaningful meeting.

TO THE VICA MEMBER

You are fortunate to have the opportunity to participate in a program which allows you personal contact, personal evaluation, and personal reward by industrial leaders in your community. The VICA Achievement Program is one of a kind. No other program in America rewards you for occupational and leadership development.

This set of Vermont VICA Achievement Requirements is intended to supplement the VICA **Leaadership Handbook**, and, before you begin the program's requirements, you should study pages 25 — 32 of the handbook.

PROCEDURE FOR PARTICIPATION AND PROMOTION IN THE ACHIEVEMENT PROGRAM

1. Join VICA.

2. Meet with your vocational instructor for a personal discussion about the VICA Achievement Program. Your instructor will develop a personalized program of activities and/or tasks for you to complete for each requirement. These activities and/or tasks will be determined for each student and be based upon your personal ability level and individualized vocational program of study.

3. Begin work on your VICA Requirements. You may work toward the VICA Leader and Industrial Degrees at the same time.

4. Make arrangements with your vocational instructor for an evaluation appointment with your vocational program's advisory committee when you have completed the requirements for a particular classification(s). This evaluation will determine if you meet the requirements of the classification(s).

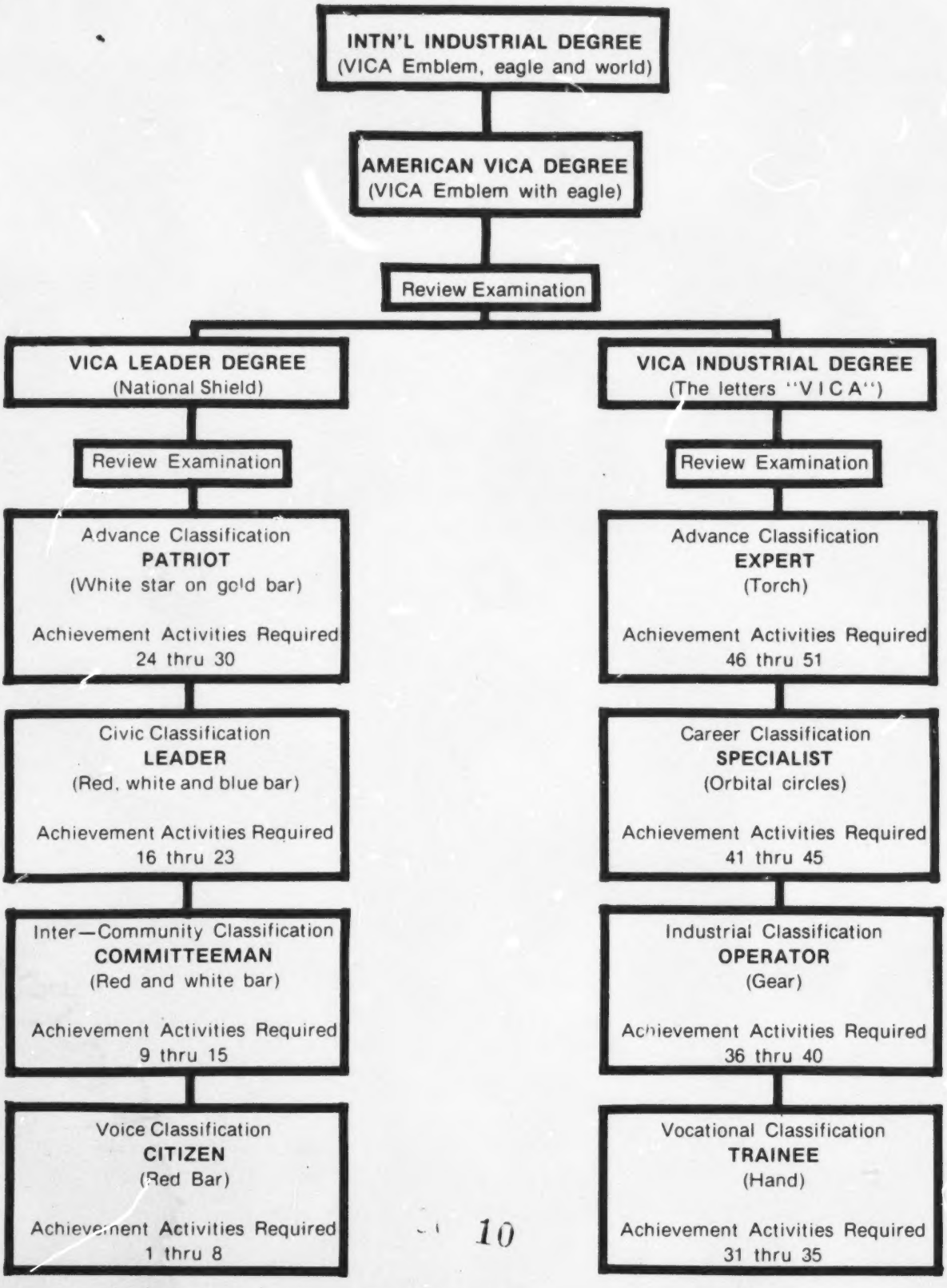
5. You may not qualify for a rank in one degree program which is two classifications higher than your rank in the other degree program.

6. You must hold each rank in succession. However, this does not prohibit your working toward completion of requirements in an advanced classification while holding a lower rank.

KEEP IN MIND: THIS IS A GUIDE

REMEMBER, THE NUMBER OF ACTIVITIES FOR EACH RANK AND THE DIFFICULTY LEVEL FOR EACH ACTIVITY SHOULD BE MATCHED WITH EACH STUDENT'S NEED AND LEARNING ABILITY.

ACHIEVEMENT PROGRAM STRUCTURE, CLASSIFICATION, RANK, AND SYMBOL OF RECOGNITION



ACTIVITY/TASK SHEET

INSTRUCTIONS

There is not a "list" of suggested activities for each rank requirement.

Activities/tasks for each rank requirement are intentionally left for the teacher and student to decide together. This allows for your individualization of rank requirements depending upon the student's needs and abilities...**and** satisfies the concept of individualized instruction.

The purpose of the Activity/Task Sheet is to provide an orderly way for the **student** to record activities/tasks for each requirement of the Vermont VICA Achievement Program.

As each requirement's activity/task is assigned by the instructor, the student records the corresponding number on the sheet. This sheet then becomes part of the student's permanent achievement record file.

A small space is left for the student to record a brief description of the assigned task number.

If appropriate, the space below "List What You Have Learned" is for the student to record learnings.

This Activity/Task Sheet can easily be used by the Advisory Committee Review Board member(s) to understand the task performed and evaluate the student's level of understanding...an Advisory Committee Review Board Member may only ask questions appropriate to the information recorded on the Activity/Task Sheet (remember, individual assignments are given based upon each student's needs and ability level).

AN ACTIVITY MAY HAVE MORE THAN ONE TASK TO BE COMPLETED. In this case, the student will need another Activity/Task Sheet to record the task...an exceptional student may have many tasks to complete before his/her particular rank activity is completed; an average student may only require 2 sheets; and so forth.

It is suggested that the teacher prepare a master list of all assignments and their activity/task numbers for each rank so a student(s) can see the direction of their efforts and "upcoming" requirement activities.

REMEMBER

Tasks assigned for each activity should parallel your regular class curriculum...make the VICA Achievement Program your SERVANT not your master!

ACTIVITY/TASK REPORT FORM

Activity _____
(number)

Task _____
(number)

List what you have learned:

CITIZEN AWARD

To achieve the Citizen Award, the student will accomplish the foliowing achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Citizen Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

CITIZEN REQUIREMENTS

STEP 1 — **VOICE CLASSIFICATION**

RANK — **CITIZEN**

INSIGNIA — **RED BAR**

Club Knowledge

1. Recite the VICA Motto
2. Describe the Official VICA Dress
3. Explain how VICA is organized in your vocational center

Leadership Skills

4. Attend your class VICA Club Meetings and record business conducted

School Knowledge

5. Explain the organization of your vocational center
6. Explain how your vocational training relates to your academic program
7. Explain **your** responsibilities for your own education

Service Requirements

8. Participate in the following VICA Club functions:

...Committee meetings and activities
...One school wide service project
...Regular VICA Club meetings
...Motions during VICA meetings which require a vote

CITIZEN AWARD

CITIZEN AWARD REQUIREMENTS	Evaluation Committee Rating
Club Knowledge 1. Recite the VICA Motto 2. Describe the Official VICA Dress 3. Explain how VICA is organized in your vocational center	1. 2. 3. 4. 5.
Leadership Skills 4. Attend your class VICA meetings and record business conducted at these meetings	1. 2. 3. 4. 5.
School Knowledge 5. Explain the organization of your vocational center 6. Explain how your vocational training relates to your academic program 7. Explain **your** responsibilities for your own education	1. 2. 3. 4. 5.
Service Requirement 8. Participate in the following VICA club functions and activities: committee meetings and activities One school wide service project Regualr VICA Club meetings Motions requiring of a vote	1. 2. 3. 4. 5.
Total Average	1. 2. 3. 4. 5.

Date of Review

Signature of Chairman

STUDENT'S NAME _____

VOCATIONAL TRAINING PROGRAM _____

Comments

COMMITTEEMAN AWARD

To achieve the Committeeman Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements lisited below. Each requirement for the Committeeman Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

COMMITTEEMAN REQUIREMENTS

STEP 2 — **INTER — COMMUNITY CLASSIFICATION**

RANK — **COMMITTEEMAN**

INSIGNIA — **RED AND WHITE BAR**

Club Knowledge

9. Give evidence of knowing the 6 points of the VICA Creed and their meaning

10. Recite the VICA Pledge

Leadership Skills

11. Serve on a VICA Club Committee of your choice

12. Know "the order of business" & be able to demonstrate parliamentary skills

Community Knowledge

13. Describe the structure of your local form of government & local school board. Be able to identify their principle members by name.

14. Identify by name or number your local voting district

Service Requirement

15. Participate as a **working** VICA Committee Member

LEADER AWARD

To achieve the Leader Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Leader Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

LEADER REQUIREMENTS

STEP 3 **CIVIC CLASSIFICATION**

RANK **LEADER**

INSIGNIA

Club Knowledge

16. Describe the VICA Emblem and give its meaning

17. Describe how Vermont VICA is organized

18. Attend at least one Regional or State VICA Meeting

Leadership Skills

19. Give a report about a VICA activity to another VICA Club

20. Explain to potential VICA members the benefits of joining VICA

21. Chair a VICA Club Business Meeting

State Knowledge

22. Describe the basic structure of Vermont's government & how laws are passed

23. Describe how the Vermont Vocational Education Division is structured

Service Requirement

24. Participate in Regional & State VICA Meetings and help promote statewide VICA projects.

PATRIOT AWARD

To achieve the Patriot Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Patriot Award must be completed.

An advisory Committee Review Board will meet with the student to review the student's accomplishments and may at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

PATRIOT REQUIREMENTS

STEP 4 — **ADVANCED CLASSIFICATION**

RANK — **PATRIOT**

INSIGNIA — **WHITE STAR ON GOLD BAR**

Club Knowledge

25. Prepare a speech for presentation to a non—school group about VICA

Leadership Skills

26. Give a 5 to 7 minute speech to a non—school group about VICA

National Knowledge

27. Name federal agencies which affect your vocational area of training

28. Discuss national current events which affect your chosen vocation

Service Requirement

29. Participate in the sponsorship of projects and activities that promote National VICA Goals and Programs

30. Participate in VICA Club Ceremonies

TRAINEE AWARD

To achieve the Trainee Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Trainee Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

TRAINEE REQUIREMENTS

STEP 1 **VOCATIONAL CLASSIFICATION**

RANK **TRAINEE**

INSIGNIA **HANDS**

Professionalism

31. Prepare a display or report about the job for which you are receiving vocational training or related careers to your training

Technical Knowledge

32. Explain basic tools, theory, equipment and/or materials used in your vocational training program

Skill Proficiency

33. Demonstrate basic skills of safety and the use of tools and equipment as outlined in your course of study

Work Habits and Personal Traits

34. Receive a rating from your instructor which evaluates your:
    ...Work Habits
    ...Social Qualities

35. Summarize competencies which you have passed in your vocational program of training.

EVALUATION FORM

TRAINEE AWARD

TRAINEE AWARD REQUIREMENTS	Evaluation Committee Rating
Professionalism 31. Prepare a display or report about the job for which you are receiving vocational training or related careers to your training.	1. 2. 3. 4. 5.
Technical Knowledge 32. Explain basic tools, theory, equipment and/or materials used in your vocational training program.	1. 2. 3. 4. 5.
Skill Proficiency 33. Demonstrate basic skills of safety and the use of tools and equipment as outlined in your course of study.	1. 2. 3. 4. 5.
Work Habits & Personal Traits 34. Receive a rating from your instructor which evaluates your: ...Work Habits ...Social Qualities	1. 2. 3. 4. 5.
35. Summarize competencies which you have passed in your vocational program of training.	1. 2. 3. 4. 5.
Total Average	1. 2. 3. 4. 5.

Date of Review _____

Signature of Chairman _____

STUDENT'S NAME _____

VOCATIONAL TRAINING PROGRAM _____

Comments:

OPERATOR AWARD

To achieve the Operator Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Operator Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

OPERATOR REQUIREMENTS

STEP 2 **INDUSTRIAL CLASSIFICATION**

RANK **OPERATOR**

INSIGNIA **GEAR**

Professionalism

36. Prepare a written report on job opportunities related to your vocational training or related careers to your training

Technical Knowledge

37. Explain advanced tools, theory, equipment and/or materials used in your vocational training

Skill Proficiency

38. Demonstrate advanced skills in safety and the use of tools and equipment as outlined in your course of study

Work Habits and Personal Traits

39. Receive a rating from your instructor which evaluates your:
    ...Work Habits
    ...Social Qualities

40. Summarize competencies which you have passed in your vocational program of training.

SPECIALIST AWARD

To achieve the Specialist Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Specialist Award must be completed **or** the instructor may waive an activity to be accomplished later in the course of study.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

SPECIALIST REQUIREMENTS

STEP3 — **CAREER CLASSIFICATION**

RANK — **SPECIALIST**

INSIGNIA — **ORBITAL CIRCLES**

Professionalism

41. Interview a person employed in your vocational training field concerning realities of his/her career and submit a report to the local media and/or distribute this report to students in your vocational center.

Technical Knowledge

42. Explain complex tools, theory, equipment and/or materials used in your vocational training

Skill proficiency

43. Demonstrate complex skills of safety and the use of tools and equipment as outlined in your course of study

Work Habits and Personal Traits

44. Receive a rating from your instructor which evaluates your:
    ...Work Habits
    ...Social Qualities

45. Summarize competencies which you have passed in your vocational program of training.

EXPERT AWARD

To achieve the Expert Award, the student will accomplish the following achievement activities. It is the responsibility of the student to provide records and Activity/Task Sheets for each of the requirements listed below. Each requirement for the Expert Award must be completed.

An Advisory Committee Review Board will meet with the student to review the student's accomplishments and may, at their discretion, review a student's performance. The Advisory Committee Review Board will have an evaluation form to use in the evaluation meeting.

EXPERT REQUIREMENTS

STEP 4	**ADVANCED CLASSIFICATION**
RANK	**EXPERT**
INSIGNIA	**TORCH**

Professionalism

46. Plan and implement an activity which will provide guidance to future students in your vocational program

47. Prepare a paper on what you hope to achieve in your chosen occupation

Technical Knowledge

48. Explain specialized tools, theory, equipment and/or materials used in your vocational training

Skill Proficiency

49. Demonstrate specialized skills in safety and the use of tools and equipment as outlined in your course of study

Work Habits and Personal Traits

50. Receive a rating from your instructor which evaluates your:
    ...Work Habits
    ...Social Qualities

51. Summarize competencies which you have passed in your vocational program of training.

REQUIREMENTS FOR VICA LEADER AND INDUSTRIAL DEGREE

VICA LEADER DEGREE

1. Make an appointment with the Advisory Committee Review Board after achieving the Patriot Rank and take a comprehensive Review Examination of all requirements passed on the Leadership side of the VICA Achievement Program.

2. Pass Review Examination for VICA Leader Degree.

3. File National VICA Form No. 28 Revised 2/80.

VICA INDUSTRIAL DEGREE

1. Make an appointment with the Advisory Committee Review Board after achieving the Expert Rank and take your comprehensive Review Examination for all requirements passed on the Skills side of the VICA Achievement Program.

NOTE

The VICA Leader Degree and the VICA Industrial Degree may be passed at one time with a single, combined, review examination by the Advisory Committee Review Board.

REQUIREMENTS FOR THE AMERICAN VICA DEGREE

Below are listed the requirements a student must complete before receiving the American VICA Degree.

1. The student must have completed all classifications and ranks leading to the American VICA Degree prior to submitting an application for the degree.

2. The student must File a National VICA Form No. 28, revised 2/80, for the American VICA Degree to the State VICA Director 30 days prior to the Vermont State VICA Leadership Conference.

3. The student must attend the Vermont State VICA Conference to complete the requirements for the American VICA Degree.

4. The student must be reviewed by the Vermont Trade and Industry State Advisory Committee Review Board which will conduct a comprehensive review of each student applying for the American VICA Degree.

The Vermont Trade and Industry State Advisory Committee Review Board shall have final authority as to which student(s) will be recipients of the American VICA Degree.

INTERNATIONAL INDUSTRIAL DEGREE

CLASSIFICATION REQUIREMENTS

General

1. Must hold the American VICA Degree

2. Registration with and approval of local Vocational Industrial Club Advisory Council to pursue International Industrial Degree

Employment

1. Must have 960 on—the—job hours of successful work experience. Hours and experience must be recorded by the employee and verified by the employer. The 960 hours of experience must be gained in full—time employment after having achieved the American VICA Degree. The employer must provide an evaluation certifying job performance is satisfactory

2. Provide a complete list of operations (functions) performed successfully during the 960 hours of on—the—job experience and/or products manufactured, demonstration of procedures performed, tools used, equipment mastered, as required by your Vocational Industrial Club Advisory Council

Professionalism

1. Provide a record of activities which indicate: (1) desire to understand the organizational structure of the company or organization for who you are working and (2) initiative in improving personal and company performance

2. Conduct a study and prepare a report dealing with the relative importance of your occupation to the organization for which you work

3. Study your trade or occupation as it exists in at least three countries on at least two continents and compare it to the United States. Include foreign influences and actions as they affect your occupation

4. Evidence of membership and successful participation in the appropriate professional organizations, trade associations and/or labor unions directly concerned with your occupation or vocational field

5. Verification of continued association as an Alumni member of VICA

Civic Service

1. Active membership in one or more civic organizations

2. Verification of successful participation in civic activities designed to improve your community

Date of Evaluation.....**Time**.....**Place**.....

Approved.....

(Signature of Committee Chairman)

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, INC.

APPLICATION FORM
FOR

VICA LEADER DEGREE
AMERICAN VICA DEGREE

VICA INDUSTRIAL DEGREE
INTERNATIONAL VICA DEGREE

This form must be completed and sent to the National VICA Office for registering before the above Degree patches or pins can be issued. Patches and pins for lower ranks can be ordered from the VICA Supply Service Catalog without filing this form.

GENERAL INFORMATION

Print or type information requested below:

NAME OF STUDENT _____

Home Address _____
(Street) (City) (State) (Zip)

SCHOOL _____

School Address _____
(Street) (City) (State) (Zip)

TRAINING AREA _____

ADVISOR'S NAME _____

DEGREE INFORMATION

Please check Degree(s) attained:

		DATE REQUIREMENTS COMPLETED	DATE OF DEGREE AWARD
VICA Leader	_____	_____	_____
VICA Industrial	_____	_____	_____
American VICA	_____	_____	_____
International VICA	_____	_____	_____

I hereby certify that _____ has completed in full and satisfactorily all requirements for the _____ Degree(s).

CHAIRMAN, VOCATIONAL INDUSTRIAL CLUB ADVISORY COMMITTEE

_____
(Signature)

Mail this form along with your order and check to: